



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

201 North Figueroa Street, Suite 1300 • Los Angeles, CA 90012

T: (213) 202-7730 • F: (213) 202-6084



***Career Transfer Opportunity
Restricted to Permanent Employees of Los Angeles County***

INTERMEDIATE TYPIST-CLERK

Bureau of Central Operations Preliminary Hearing Unit

ABOUT THE POSITION: The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill an Intermediate Typist-Clerk (ITC) vacancy in the Bureau of Central Operations, Preliminary Hearing Unit. This position performs a wide range of clerical support duties such as typing, filing, photocopying, proofreading, taking and following instructions, and giving and receiving accurate messages.

DESIRABLE QUALIFICATIONS:

- Good oral and written communication, grammar, and language skills.
- Good computer skills and knowledge of computer programs (PIMS, Microsoft Word, etc.).
- Strong organizational skills.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Ability to work independently and cooperatively within a team.
- Ability to effectively interact with the public, law enforcement, court personnel, judicial agencies, co-workers, and various government employees.
- Ability to effectively handle a large volume of incoming and outgoing telephone calls professionally.
- Ability to effectively manage multiple tasks, shifting priorities, use good judgment, and learn new skills.
- Proficient skills in operating office equipment (e.g., computer, typewriter, fax, transcribing, machine, and Xerox machine).

ACCEPTING RESUMES FROM: Only permanent employees of the Los Angeles County currently holding the payroll title of ITC and those who are on the current ITC certification list may apply. Priority will be given to candidates who currently hold the payroll title of ITC. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, copies of the last two performance evaluations, and attendance records for the last two years. Only the most qualified employees will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Vicki Bunton
Staff Assistant, Bureau Operations, DA
210 West Temple Street, Room 18-413
Los Angeles, CA 90012
Telephone: (213) 974-6726
E-mail: Vbunton@da.lacounty.gov

NO LATER THAN: TUESDAY, FEBRUARY 24, 2015

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****